

City of Lowell
Job Description
Please Post: September 10, 2015
Deadline: September 24, 2015
Health & Human Services Department
Outreach Health Educator

Job Title: Outreach Health Educator (2500-J#2591, 2196)
Department: Health & Human Services
Reports To: Director of Health & Human Services, Public Health Nurse Manager, and Deputy Director of Finance
FLSA Status: Non-exempt
Salary: \$34,743.28 (min) to \$37,359.40 (max) annually
Hours: 35 hours per week; Monday-Friday; occasional evenings and weekends may be required. Grant Funded – Renewal subject to funding.

SUMMARY

Serves as a liaison between the Lowell Health Department and the community (including the Lowell School Department, substance abuse agencies, correctional facilities, court systems, community organizations, businesses and the general public) to build strong working relationships and provide health education where public health needs are identified. Works with Outreach Worker in creating and using the Strategic Prevention Framework (SPF) that will allow the City to create and implement an Action Plan that will be specifically designed to prevent/reduce fatal and non-fatal opioid overdoses in Lowell.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Consults with the Public Health Nurse Manager, and Director of Health & Human Services to establish, review and revise policies, procedures and specific programs and grants for comprehensive public health education services.

Works closely with Public Health Nurses and Public Health Nurse Manager to develop educational programs to respond to the needs of the community when disease trends are identified.

Works with Outreach Worker to meet parameters of the Opioid Overdose Prevention SPF and Action Plan.

Coordinates grant activities and facilitates working group meetings.

Research and apply for available grants to sustain efforts of accomplished goals of Substance Abuse Prevention (under direction and guidance of Supervisors).

Works with Deputy Director of Finance relative to grant expenditures, grant applications, demographic information, etc.

Lead educational training/group sessions at various organizations.

Works with Outreach Workers to organize annual/biannual community forums with local partners.

Develops and implements PowerPoint educational presentations, brochures, flyers, and any other age and language appropriate educational materials (which may include radio, local cable TV shows and PSAs) that will be used to provide education in the community.

Identifies and establishes contacts in the community, builds and strengthens working relationships to further promote programs of the department.

Works with community partners to develop educational materials and other relevant strategies in order to implement health educational plans to targeted populations. Will participate in Health Fairs.

Provide regular written reports, creates and utilizes databases to track outreach activities to keep supervisor as well as community members and municipal and state organizations aware of ongoing activities in the community.

Completes and submits required demographical reports to the State as needed.

Works with Outreach Workers to update and maintain the Substance Abuse Education webpage regularly.

Assists with organization of and attends the Health Department's Unwanted Medication Drop-off Days.

Assists Public Health Nurses with disseminating current information from MDPH and CDC to public and private providers.

Assumes responsibility for continuing professional education and attending education programs including seminars, conferences and staff meetings to stay current on public health updates and changes.

SUPERVISORY RESPONSIBILITIES

None

WORK SCHEDULE

It may be required that the successful candidate work occasional evenings, or Saturdays. Time off during the week may be taken to compensate for evening/Saturday requirement. The candidate occupying this position must document and be able to support appropriate allocation of their time by submitting a weekly timesheet, showing hours worked, to the Director of Health and Human Services, Public Health Nurse Manager, or other designee.

QUALIFICATIONS

To perform this job successfully, an individual must be able to carry out each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Bilingual/bicultural candidates are encouraged to apply.

EDUCATION and/or EXPERIENCE

Associate's degree or equivalent in human services, health education, nursing, or related field; minimum of three (3) years' related experience in health care education; or equivalent combination of education and experience. Bachelor's Degree in Health Education preferred. Experience working with community groups and diverse populations preferred. Demonstrated experience working in multi-cultural settings required. Prior experience in substance abuse prevention, intervention or treatment and community education. Knowledge of community health care resources for guidance and resource preferred. Certified Prevention Specialist desired/preferred. Experience in Outlook, Microsoft Word, Excel, Publisher, and PowerPoint.

LANGUAGE SKILLS

Ability to read, analyze, and interpret governmental regulations, professional journals, and policy and procedures. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from regulatory agencies, municipal offices, community agencies and the general

public. Ability to speak effectively and confidently before groups of people, community agencies, and the general public. Ability to build relationships and strengthen working relationships.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to work closely with people. Cognitive ability to observe, analyze and interpret data appropriate to program development responsibilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to high, precarious places and outside weather conditions. The employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen and CORI, post offer.

Qualified individuals send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ September 24, 2015. Applicants may also send application/resume with cover letter to fax# 978-446-7102 or email to cityjobs@lowellma.gov.

EOE/AA/504 Employer